

## BUSINESS RESOURCE GUIDE



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# *Introduction*

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The mission of Maine's Office of Business Development is simple: to encourage business growth and retention in Maine. Our staff is prepared to help, whether it is to answer questions about licensing requirements or to put together a comprehensive site location and business resource package.

That is why Maine's Office of Business Development created this guide – to help business people understand the plethora of resources available. While this guide is comprehensive, business people should also be aware that additional programs, both private and public, are created periodically. Therefore we recommend that you contact your local business development specialist for up-to-date information; please refer to the contact information at the bottom of this page.

The information in this business resource guide is provided in three categories:

***Primary Programs*** gives specifics about the most frequently used programs, including eligibility criteria, a program summary, an example of how a business has used the program, and contact information for anyone who would like more details about it.

***Program Summaries*** provides charts that summarize the key components of each program in a particular category. This way all the programs in a particular category (for example “training”) can be reviewed at a glance.

***Business Services*** lists public or quasi-public organizations that offer business services to companies rather than or in addition to programs.

The ***Business Organizations*** section provides contact information for Maine's various industry and other statewide economic development organizations.

Further information on development issues, such as real estate and labor market data, is also available through a state-supported website, Maine Business Works [www.mainebusinessworks.org](http://www.mainebusinessworks.org).

For more information about any business or economic development related topics, or if the Maine Office of Business Development can help you in any way, please contact:

DECD  
Office of Business Development  
59 State House Station  
111 Sewall Street, 3<sup>rd</sup> Floor, Burton M. Cross Building  
Augusta, ME 04333  
Phone: 207-624-9804  
Fax: 207-287-5701

# ***Business Equipment Tax Reimbursement***

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## **Eligible Businesses:**

Any business that pays local property taxes on qualified business property (excluding public utilities, radio paging services, mobile communications, cable television, satellite-based direct television broadcast, multi-channel, and multi-point television distribution services, certain energy facilities, most natural gas pipelines, and property used to produce or transmit energy primarily for sale).

## **Program Summary:**

The program reimburses, for up to 12 years (less any number of years for which a High-Technology Investment Tax Credit was claimed), all local property taxes paid on eligible business property. The filing period for BETR is August 1 to December 31 for tax payments made in the previous calendar year, starting with eligible personal property tax payments made in calendar year 2002. Reimbursements will be issued within 90 days of receipt of properly completed claims.

Law defines the definition of eligible business property, but generally it means personal property first placed in service in Maine after April 1, 1995. Eligible property includes certain property affixed or attached to a building or other real estate if it is used to further a particular trade or business on that site and so may include property, which would be classified as real property for other purposes. Office furniture, lamps and lighting fixtures purchased after April 1, 1996 are not eligible for reimbursement and are excluded from the program. Vehicles on which excise tax has been paid are also ineligible for reimbursement. *(This credit cannot be taken in tandem with the High Technology Tax Credit.)*

## **Business Example:**

Cote's Cookie Company purchased a \$100,000 dough-mixing machine on July 7, 2000. When the town assessed the new machinery on April 1, 2001, they valued the property at \$95,000. Based on the town's mil rate of 15, the company paid an equipment property tax of \$1,425 on September 1, 2001 for the eligible equipment. The company then filed an application with Maine Revenue Service for reimbursement of the equipment property tax. The company received full reimbursement of the \$1,425 it paid in equipment property tax.

## **Contact:**

Maine Revenue Services  
24 State House Station  
Augusta, Maine 04333-0024  
**Phone:** 207-626-8460  
**Fax:** 207-624-9694  
[www.state.me.us/revenue/](http://www.state.me.us/revenue/)

# ***Community Development Block Grant (CDBG) Economic Development Funds***

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**Eligible Businesses:**

Businesses that require GAP financing, which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income.

**Program Summary:**

The three main economic development funds through the CDBG program are:

- **Economic Development Infrastructure (EDI):** Loan and/or Grant combinations are provided to municipalities for up to \$400,000 for the construction of public infrastructure projects such as water lines, roads, utilities, publicly owned buildings, wastewater treatments, and rail spurs.
- **Business Assistance:** Loan and/or Grant combinations provided to businesses via their municipality for up to \$400,000 to finance fixed assets including capital equipment, commercial or industrial buildings, fixtures or property improvements.
- **Development Fund:** Loans provided to businesses via their municipality for up to \$250,000, not to exceed 40% of a business' development activities to be used for either fixed asset investments or working capital. The funding guideline is \$10,000 per job created or retained.

**Business Example:**

The City of Calais obtained \$400,000 in Economic Development Infrastructure (EDI) funds to purchase and renovate a former factory. The building was purchased by the City to be leased to a group of doctors to develop a residential facility to serve Maine children with behavioral problems who had previously been receiving treatment outside of the state. The EDI funds leveraged another \$700,000 from USDA Rural Development, \$500,000 of private investment, and \$200,000 CDBG Development Fund. The facility opened its doors in the fall of 2000 and has been filled to capacity meeting the needs of Maine children. At the time of their application the company pledged to create 34 jobs. The company has exceeded all programmatic requirements regarding job creation for persons from low/moderate households, while the City has made an effective reuse of a vacant facility.

**Contact:**

Department of Economic & Community Development  
59 State House Station  
Augusta, Maine 04333-0059  
**Phone:** 207-624-7484  
**Fax:** 207-287-8070

# *Employment Tax Increment Financing*

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## **Eligible Businesses:**

Any business that hires a minimum of 5 net new employees within a two year period, where those employees are: 1) paid an income that exceeds the average per capita income in the county of employment; 2) provided access to group health insurance, and; 3) provided access to an ERISA qualified retirement program. NOTE: The business must be able to provide written documentation that its expansion project will not go forward without ETIF. This step must occur before the expansion takes place.

## **Program Summary:**

ETIF is available to assist in the financing of business investment projects that create at least 5 net new, high quality jobs in Maine. An ETIF-approved business would receive 30, 50 or 75 percent of the state income tax withholdings paid by qualified employees for up to ten years. (Qualifying jobs created in a labor market area where the unemployment rate is at or below the state average earn a 30 percent reimbursement, while those with a higher than average unemployment rate earns 50 percent. In areas where the unemployment rate exceeds 150 percent of the state average, the reimbursement is 75 percent.) The percentage of reimbursement is established for a five-year period based upon the unemployment rate at the time of initial application, and again at the beginning of the sixth year. The amount of annual payment is based upon the actual number of qualified employees above the company's base level of employment. The company may not accrue ETIF benefits for any period of time when employment, wages and/or employee benefits fail to meet the minimum qualification criteria. *(This credit cannot be taken in tandem with JITC.)*

## **Business Example:**

A company is considering adding 30 jobs and investing \$1 million in Washington County. The new jobs will be equally divided in pay at \$10, \$12 and \$14 per hour. Group health insurance and a retirement program are available to all employees. The company is looking at other states also, and will base its location decision upon the projected return on investment. Company calculations show ETIF as a primary reason for the favorable return. Washington County's average annual per capita income for Calendar Year 2002 is \$20,541, or \$9.88 per hour, and the labor market area unemployment rate is assumed to be more than 150% of the state average. In this scenario, all 30 of the 30 new employees would be considered "qualified" by virtue of their wages and benefits, entitling the company to seek ETIF approval. Assuming an average state income tax withholding rate of 4%, employment levels and wages that do not change, and the company remaining qualified, the annual reimbursement would be \$29,952 for ten years -- a total of \$299,520.

## **Contact:**

Department of Economic & Community Development  
59 State House Station  
Augusta, Maine 04333-0059  
**Phone:** 207-624-7491  
**Fax:** 207-287-8461

# ***Governor's Training Initiative***

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## **Eligible Businesses:**

Private sector Maine employers who: 1) pay wages equal to 85% or more of the occupational average wage for the given labor market area, and 2) contribute 50% or more of the premium cost of employee health insurance (health insurance requirement exception: small companies with fewer than 25 employees, *and* in business less than three years are exempt).

Preference is given to applications that exhibit:

- Formation of a local project partnership
- Provision of matching funds
- Investment in lifelong learning
- Increase in local training capacity
- Provision of quality employment
- Location in a depressed labor market
- Willingness to hire targeted populations
- Provision of registered apprenticeship

## **Program Summary:**

Partial reimbursement for the cost of non-routine training that contributes to workforce expansion, and/or the retooling of current workers for new technologies, processes or markets. Services eligible for reimbursement include assessment, job task analysis, workplace literacy, high performance skills, technical training, higher education, and on-the-job training.

## **Business Example:**

An Aroostook County firm needed to retrain 20 maintenance workers for industrial/electrical skill requirements. The regional Technical College developed a customized Master Electrician course specific to the company's industrial requirements. GTI provided the company with partial reimbursement for the cost of upgrading maintenance workers to Licensed Master Electricians.

## **Contact:**

Maine Department of Labor  
Bureau of Employment Services  
55 State House Station  
Augusta, ME 04333-0055  
**Phone:** 207-624-6390  
**Fax:** 207-624-6499

# *Maine Quality Centers*

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**Eligible Businesses:**

New or expanding firms creating a minimum of eight (8) *new* full-time jobs with benefits in the state of Maine. Consortia of businesses creating a minimum of eight new, full-time jobs are also eligible.

**Program Summary:**

This program provides state-financed education and training in support of job creation, as well as customized recruitment and guaranteed fast-track training designed to employer specifications. This program is offered at *no cost* to the company or trainees, and is delivered by the state's seven technical colleges. Training can be for either pre-hire or post-hire trainees.

**Business Example:**

Faced with a scarcity of skilled workers to fill the growing demand, a group of seven metal manufacturers in York County formed a coalition to promote careers in metals manufacturing. By forming a partnership with York County Technical College, Biddeford Regional Center of Technology and the Maine Quality Centers, customized training to meet the groups' common need of projected new positions was made available to the coalition. Applications were reviewed and a math and reading assessment was conducted, leading to a group of selected trainees. After successful completion of the 170-hour program, trainees received interviews with at least one of the seven companies participating in the coalition. When training was completed, 123 new jobs had been filled.

**Contact:**

Maine Quality Centers  
Center for Career Development  
2 Fort Road  
South Portland, ME 04106  
**Phone:** 207-767-5210 ext. 107; 1-800-491-3121  
**Fax:** 207-767-2542  
[www.mtcs.net](http://www.mtcs.net)



# Maine Technology Institute

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## Eligible Businesses:

Maine Technology Institute (MTI) will provide research & development money to companies and non-profit research organizations in the State of Maine to support the commercialization of new technology-related products and services that will create and support sustainable, high-quality jobs for Maine people. Awards are made on a competitive basis and support efforts in any of the state's seven targeted technology areas: Advanced Technologies for Forestry and Agriculture, Aquaculture and Marine Technology, Biotechnology, Composite Materials Technology, Environmental Technology, Information Technology, and Precision Manufacturing Technology.

## Program Summary:

MTI meets its purpose through direct investments in promising technologies. All MTI programs require a 1:1 cash match, and are awarded based on scientific or technical merit, commercial feasibility, and potential for economic impact to the State. MTI offers three awards programs:

- **Development Awards** are competitive awards of up to \$500,000 per project and are awarded twice a year.
- **Seed Grants**, awarded four times per year, are competitive grants of up to \$10,000 per project to support very early activities for product development, commercialization, or business planning and development.
- **Cluster Enhancement Awards** are competitive grants for up to \$100,000 for collaborative projects that will stimulate and support the formation and growth of technology businesses and their infrastructure. These awards are considered on an on-going basis.

## Program Results:

As of June 2001, 42 Development Award proposals have been received and 10 have been approved for funding totaling approximately \$2.8 million; 223 Seed Grant proposals have been received and 71 projects have been approved, totaling over \$646,000; and MTI has approved funding for five Cluster Enhancement Awards totaling over \$350,000.

## Contact:

Maine Technology Institute  
2E Mechanic Street  
Gardiner, ME 04345  
**Phone:** 207-582-4790  
**Fax:** 207-582-4772  
[www.mainetechnology.org](http://www.mainetechnology.org)  
[mti@gwi.net](mailto:mti@gwi.net)

# ***Manufacturing Sales Tax Exemptions***

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**Eligible Businesses:**

Any manufacturing company.

**Program Summary:**

Sales of machinery and equipment used by the purchaser **directly** and **primarily** in the production of *tangible* personal property for later sale or use is eligible for a sales tax exemption. In addition, items consumed or destroyed directly or primarily in production, and repair and replacement parts for qualified production equipment are exempt from sales tax.

Also, any manufacturer is exempt from paying 95% of the sales tax on fuel and/or electricity used in the manufacturing facility.

**Business Example:**

Giordano & Co. purchased a piece of string winding equipment for \$50,000. In addition, the company also purchased \$2,000,000 of inventory. The company is exempt from paying Maine's 5% sales tax on the machinery and inventory -- a value of \$102,500.

During the month of July, Giordano & Co. also purchased \$20,000 in electricity. The company is exempt from paying Maine's 5% sales tax on \$19,000 (\$20,000 x 95%) of the electricity cost -- a \$950 value. Instead the company will only need to pay \$50 in sales tax (5% x \$1,000).

**Contact:**

Sales, Fuel and Special Tax Division  
Maine Revenue Services  
24 State House Station  
Augusta, ME 04333-0024  
**Phone:** 207-287-2336  
**Fax:** 207-287-6628  
[www.state.me.us/revenue/](http://www.state.me.us/revenue/)

# *Small Enterprise Growth Fund*

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**Eligible Businesses:**

Businesses with a distinct competitive advantage in a strong marketplace. The business must employ 50 or fewer *or* have gross sales of \$5,000,000 or less within the past 12 months. The company must be engaged or involved in at least one of the following industries: marine sciences, biotechnology, manufacturing, exporting, software development, environmental sciences, value-added natural resources and/or other enterprises that the Board determines will further the purpose and intent of the fund.

**Program Summary:**

This “patient” venture capital fund provides financing for small Maine companies that demonstrate a potential for high growth and public benefit. The fund will seek high returns on investment. The investment structure is typically convertible preferred stock. The fund may invest up to a maximum of \$500,000, which must be matched with other financing sources.

**Process:**

If an interested company meets the eligibility criteria, the Board may agree to explore the investment opportunity. The Company would then submit their business plan, along with a brief application, and then make a brief presentation to the Board. If, after this presentation, the Board decides to pursue the investment opportunity, intensive "due diligence" would commence.

**Business Example:**

A company manufactures and develops immunoassay test kits for herbicides and is seeking funding to expand product sales, increase production or develop additional products. There is a strong market for the product, the company has an excellent management team in place and the capitalization plans of the company are sound. The SEGF purchases \$400,000 of the company's Series A preferred stock, another \$400,000 of which is purchased by a third party.

**Contact:**

Small Enterprise Growth Fund  
P.O. Box 619  
Augusta, ME 04332-0619  
**Phone:** 207-623-3263  
**Fax:** 207-623-0095  
[www.famemaine.com](http://www.famemaine.com)

# ***Tax Increment Financing***

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**Eligible Businesses:** A municipality may choose to provide "financing" to **any** business that is making a significant capital investment within its borders. The source of the financing is taxes paid on new, real and personal property.

**Program Summary:** TIF is a local financing tool that permits a municipality to use some or all of the new property taxes that result from an investment project within a designated district to assist in that project's expenses. The municipality may disburse the tax increment directly to the investing business to help pay project costs, use it to retire bonds it issues as part of the project, or retain it for allowable economic development purposes.

TIF districts may be designated for up to 30 years. Bonds may be issued for up to 20 years. The community designation of a TIF district requires proper public notice, a public hearing, and a majority vote of the municipal legislative body.

**Program Example:** A business plans to invest \$4,000,000 to construct a state-of-the-art manufacturing facility on land presently valued at \$200,000. The municipality's property tax mil rate is \$25 per \$1,000 of valuation, so the business will have a tax obligation of \$105,000 per year once the investment is recorded on the tax rolls. Of this tax obligation, \$100,000 is new, or "incremental," and therefore eligible to be included within a TIF development program. Two examples exist for financing this scenario:

- **Credit Enhancement Agreement.** Once a municipality votes to financially support a business under the TIF program, the business may enter into a binding contract with the community called a "credit enhancement agreement." If the municipality agrees to "capture" 50% of the increased value in the TIF district for a period of ten years and return the new tax revenues to the business mentioned above to assist in financing the new building, then the business would receive \$50,000 in the first year of the agreement. If all things remain constant, the business would receive approximately \$500,000 in financing over the term of the TIF district.
- **Municipal Bond.** Additionally, the municipality may float a bond to pay this cost. It could do so by issuing a 10-year general obligation bond in the amount of \$150,000. If annual debt service on the bond is \$20,000, the municipality could "capture" another 20% of the increased value in the TIF district for a period of ten years and pay down the debt on the TIF bond.

The remaining 30% of the new tax revenues from the increased assessed value could be deposited in the general fund for use on regular municipal expenses.

**Contact:** Department of Economic and Community Development  
59 State House Station  
Augusta, Maine 04333-0059  
**Phone:** 207-624-7491  
**Fax:** 207-287-5701

# *State & Federal Financing Programs*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Adaptive Equipment Loan Program (a.k.a. mPower)</b>	Businesses needing financing for acquiring or installing any form of adaptive equipment that promotes independence, mobility or productivity	Loans up to \$100,000 with interest rates fixed at below prime	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Agricultural Marketing Loan Fund</b>	Agriculture or aquaculture based businesses that need financing for equipment or production/marketing facilities	Provides 5% low interest loans for capital improvements for agricultural and aquacultural enterprises; the loan funds 45% or 55% of the total needs, with 10% owner equity and the remainder from any source	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  Department of Agriculture, Food and Rural Resources <a href="http://www.state.me.us/agriculture/homepage.html">www.state.me.us/agriculture/homepage.html</a> 207-287-3491
<b>Business Assistance Program</b>	Businesses that require GAP financing which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income. Requires municipal involvement	Gap financing, low interest loans/grants, up to \$400,000; 5% interest, 2% for certain downtown projects; grants for certain distressed areas.	Department of Economic & Community Development (DECD)  207-624-9820
<b>Clean Vehicle Fuel Program</b>	Businesses purchasing clean fuel vehicles or clean fuel vehicle components	Reduced interest loans up to \$50,000	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Commercial Loan Insurance</b>	Businesses with annual sales above \$5 million and over 50 employees, with the ability to repay lender from sales or services	Provides up to 90% guarantee on loans with a maximum guarantee exposure of \$7 million	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a> 207-622-8274
<b>Development Fund Loan Program</b>	Businesses that require GAP financing which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income. Requires municipal involvement	Gap financing, 5% low interest loans, up to the lesser of \$250,000 or 40% of project costs; 2% interest for certain downtown projects	Department of Economic & Community Development (DECD)  207-624-9820

## *State & Federal Financing Programs con't.*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Economic Development Infrastructure Grant</b>	Businesses that require GAP financing, which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income. Requires municipal involvement	Grants to municipalities to improve infrastructure necessary for business expansion/retention	Department of Economic & Community Development (DECD)  207-624-9820
<b>Energy Conservation Loan Program</b>	Businesses making DECD-approved energy savings improvements	5% fixed rate loans up to \$25,000; borrowers must pay at least 10% of total project cost	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  Department of Economic & Community Development (DECD) 207-624-7495
<b>Export Working Capital Program</b>	Funds must be used to complete export sales and cannot be otherwise available on reasonable terms	90% loan guarantee	Small Business Administration (SBA)  <a href="http://www.sba.gov">www.sba.gov</a> 207-622-8274 via banks
<b>Industrial Revenue Bonds</b>	Businesses with real estate and M&E financing needs between \$1 million and \$10 million	Long-term fixed rate bond financing (tax-exempt if manufacturer)	Finance Authority of Maine (FAME)  <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263; Banks; Municipalities
<b>International Trade Loans</b>	Collateral must be located in the U.S.	Loans must be between \$155,000 and \$1.25 million; working capital cannot exceed \$250,000, facilities and M&E cannot exceed \$1 million	Small Business Administration (SBA)  <a href="http://www.sba.gov">www.sba.gov</a> 207-622-8274, via banks
<b>Linked Investment Programs for Agricultural and Commercial Enterprises</b>	Agricultural or commercial enterprises	2% interest rate reduction on bank loans of up to \$200,000	Finance Authority of Maine (FAME)  <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Maine Agricultural Development Grant Program</b>	Criteria include ability to identify a real agricultural industry need, amount of farmers or food processors who will benefit, clear project goals, objectives and deliverables, ability to conduct the studies, degree of collaboration with other partners, and amount of matching funds.	This program provides competitively selected grants to agricultural enterprises for market research, market promotion and new technology demonstration projects; any organization or individual may apply to the program on behalf of conducting a project; up to \$250,000 is available each fiscal year	Department of Agriculture, Food and Rural Resources  <a href="http://www.state.me.us/agriculture/homepage.html">www.state.me.us/agriculture/homepage.html</a> 207-287-3491

## *State & Federal Financing Programs con't.*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Maine Technology Institute</b>	Private companies & non-profit organizations whose efforts are in the state's targeted technology areas	Investment awards on a competitive basis, up to \$500,000 each; awards require a minimum 1:1 cash match	Maine Technology Institute <a href="http://www.mainetechnology.com">www.mainetechnology.com</a> 207-582-4790
<b>Major Business Expansion Program</b>	Businesses creating or retaining 50 jobs and/or using funds to finance manufacturing expansions	Long-term credit enhancement financing for up to \$25 million or long-term tax exempt bond rates up to \$10 million	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Micro-loan Programs</b>	For-profit business	Loans up to \$35,000	Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a> , 207-622-8274, via AVCOG, CEI, Community Concepts, EMDC, NMDC, select municipalities
<b>Nutrient Management Program</b>	Businesses constructing manure waste management disposal sites	Low interest rate loans up to \$350,000	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Occupational Safety Loan Program</b>	Businesses addressing workplace safety problems	3% fixed rate loans up to \$50,000	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  Department of Labor 207-624-6406
<b>Oil Storage Tank Removal and Replacement Program</b>	Businesses needing to remove, replace and dispose of underground fuel storage tanks	Low interest fixed rate loans	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Potato Marketing Improvement Fund Program</b>	Businesses constructing state-of-the-art potato packing and storage facilities	5% fixed rate loans	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Rural Business Opportunity Grants (RBOG)</b>	Public bodies, non-profit corporations, and Indian tribes	Business development grants to develop revolving loan funds or provide technical assistance to small and emerging businesses	Rural Development <a href="http://www.rurdev.usda.gov">www.rurdev.usda.gov</a> 207-990-9168

## *State & Federal Financing Programs con't.*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Small Business Innovation Research Program (SBIR)</b>	American owned and operated, for profit small business with fewer than 500 employees. The company must be involved in R & D and have an innovative product or service that would be of interest to one of the ten participating federal agencies.	The SBIR Program is a competitively awarded three-phase, Federal program designed to stimulate technological innovation and provide research opportunities for small firms. Phase I is up to \$100,000; Phase II is up to \$750,000 and Phase III is commercialization using non-federal funds. No matching funds are required in Phase I or II.	Market Development Center <a href="http://www.mdcme.org">www.mdcme.org</a> 207-942-6389
<b>Small Business Loan Guarantees</b>	Maine businesses with < \$5 million in sales or 50 or fewer employees	Varies between 75-85% (exception is Export Loans average a 90% guarantee)	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a> 207-622-8274  Rural Development <a href="http://www.rurdev.usda.gov">www.rurdev.usda.gov</a> 207-990-9186
<b>Small Enterprise Growth Fund</b>	Companies with high growth potential and public benefit in the early stages of growth but beyond the initial R&D phase	Up to \$500,000 in patient capital	Finance Authority of Maine (FAME)  <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>SBA-504</b>	Fixed asset financing for new or existing business expansion.	Can be used for up to 40% of project costs; one new job must be created per \$35,000 loaned, up to a maximum of \$1.3 million	Small Business Administration (SBA)  <a href="http://www.sba.gov">www.sba.gov</a> , 207-622-8274, via AVCOG, CEI, EMDC, NMDC
<b>Tax Increment Financing</b>	Businesses making significant capital investments within their municipality	Permits a municipality to use all or a portion of the new property taxes resulting from an investment project to assist in the project's financing	Department of Economic & Community Development (DECD)  207-624-7491 Also contact municipality
<b>Waste Reduction and Recycling Loan Program</b>	Businesses that meet the goals of the State's Waste Management Plan	Loan rates as low as 4%	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263  State Planning Office <a href="http://www.recyclemaine.com">www.recyclemaine.com</a> 207-287-5759



# ***Tax Credit Programs***

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Employer-Assisted Day Care Credit</b>	Employers that, on behalf of their employees, provide day care services through direct capital and personnel expenditures or subsidize a licensed day care center	Income tax credit of up to \$5,000; the credit is limited to the lesser of \$5,000, 20% of the cost incurred, or \$100 for each child of an employee enrolled on a full-time basis or for each full-time equivalent throughout the tax year; carry back up to three years; carry forward up to 15 years; credit doubles if related to "Quality Childcare" approved by DHS	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Child Care Investment Tax Credit</b>			Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Employer Provided Long-Term Care Benefits Credit</b>	Employers that provide long-term care policy coverage (meeting federal definition) as part of a benefits package	Income tax credit of up to \$5,000; Credit is limited to the lesser of \$5,000, 20% of the cost incurred, or \$100 per employee covered; carry forward up to 15 years.	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>High-Technology Investment Tax Credit</b>	Business primarily engaged in high-tech activities; high-tech activities include the design, creation, and production of computer software, computer equipment, supporting communications components and other accessories that are directly associated with computer software equipment; it also includes the provision of Internet or advanced telecommunications services	The credit amount is equal to the adjusted basis of eligible equipment placed in service in Maine less any lease payments received during the taxable year; the credit cannot reduce the tax liability to less than the preceding tax year's liability after the allowance of any credits, and it cannot reduce the tax liability in the current year below zero; unused portions of the credit may be carried forward five years; the credit cannot exceed \$100,000 in any one year; income must be increased by any credit base amount claimed as a business expense. <i>(This credit cannot be used in tandem with BETR.)</i>	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Jobs and Investment Tax Credit</b>	Any business, other than a public utility, that invests at least \$5 million in a taxable year in qualifying types of personal property, in Maine, and creates 100 new jobs over the ensuing two-year period; jobs created between 8/1/98 and 10/1/01 must provide salaries greater than the average per capita income in the local labor market area and be covered by retirement and group health insurance programs	Credit against Maine income taxes is equal to 10% of investment in qualifying types of personal property; credit amount is limited to the lesser of \$500,000 per year or the tax otherwise due; unused credit amounts may be carried forward up to six years. <i>(This credit cannot be used in tandem with ETIF.)</i>	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482

## ***Tax Credit Programs con't.***

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Maine Seed Capital Tax Credit Program</b>	Investors who make equity investments in Maine companies and also pay state income taxes to Maine	This program provides Maine income tax credits to investors in an amount equal to 60% of the cash equity, up to \$200,000 per investor per eligible company, provided to eligible Maine businesses	Finance Authority of Maine (FAME) <a href="http://www.famemaine.com">www.famemaine.com</a> 207-623-3263
<b>Research Expense Credit</b>	Any business that engages in research and development activities in Maine that meets the definition in Section 41 of the Internal Revenue Code; such expenses include certain in-house and contract research expenses if they relate to discovering information that is technological in nature and intended for use in developing a new or improved business component	Income tax credit for companies that incur qualifying research expenses in Maine in excess of the base period amount; the base amount is the average research expenses incurred over the prior three years; the credit equals 5% of the qualified research expenses that exceed the average research expenses, plus 7.5% of basic research payments to educational institutions and certain qualified research organizations; the credit is limited to the first \$25,000 of tax plus 75% of the tax over \$25,000 per year; the credit can be carried forward 15 years	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Super R&amp;D Credit</b>	Businesses that qualify for the research expense credit and whose qualified research expenses conducted in Maine for the taxable year exceed 150% of the average research expenses for the three taxable years prior to September 1997	The credit is equal to the amount of qualified research expenses conducted in Maine for the taxable year that exceed 150% of the average research expenses for the three taxable years prior to September 1997; the credit is limited to 50% of the net tax due (tax due after the allowance of all other credits) and cannot reduce the taxpayer's tax due to less than the net tax due in the preceding taxable year; carry forwards up to five years	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482

# ***Tax Exemption Programs***

<b>PROGRAM NAME</b>	<b>ELIGIBILITY CRITERIA</b>	<b>PROGRAM SUMMARY</b>	<b>CONTACT</b>
<b>Biotechnology Sales Tax Exemption</b>	Any biotechnology company	Sales of machinery, equipment, instruments and supplies used by the purchaser directly and primarily in a biotechnology application are eligible for a sales tax exemption	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Custom Computer Programming Sales Tax Exemption</b>	Any business that purchases custom computer programming	Any custom computer programming purchased by a business is exempt from sales tax; if a standard program is purchased then customized, the cost of the standard program would be taxable and the customizing, if separately stated, would be nontaxable	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Fuel and Electricity Sales Tax Exemption</b>	Any business that purchases fuel and/or electricity for use at its manufacturing facility	Manufacturers are exempt from paying 95% of the sales tax on fuel and/or electricity used in the manufacturing operation	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Manufacturing Sales Tax Exemption</b>	Any manufacturing company	Sales of machinery and equipment used by the purchaser directly and primarily in the production of tangible personal property are exempt from sales tax; items consumed or destroyed directly or primarily in production, and repair and replacement parts for qualified production equipment are also exempt from sales tax	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Partial Clean Fuel Vehicle Sales Exemption</b>	Businesses that sell clean fuel vehicles to the general public	The exemption amount is based on a portion of the sale or lease price of a clean fuel vehicle	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Research and Development Sales Tax Exemption</b>	Any business engaged in research and development	Sales of machinery and equipment used by the purchaser directly and exclusively in research and development is eligible for a sales tax exemption	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482

## ***Tax Reimbursements***

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Business Equipment Tax Reimbursement</b>	Any business that pays local property taxes on qualified business property (excluding most telecommunications businesses).	Reimbursement, for up to 12 years of all local property taxes paid on eligible business property put in place after April 1, 1995. Excludes office furniture, lamps and light fixtures	Maine Revenue Services <a href="http://www.state.me.us/revenue">www.state.me.us/revenue</a> 207-626-8482
<b>Employment Tax Increment Financing</b>	Any business that hires a minimum of 5 net new employees within a two-year period. New hires must be 1) paid an income that exceeds the average per capita income in the county of employment; 2) provided access to group health insurance, and 3) provided access to an ERISA qualified retirement program; business must demonstrate that expansion project would not go forward without Employment Tax Increment Financing (ETIF).	30, 50 or 75 percent reimbursement of state income tax withholdings paid by qualified employees for up to ten years; percentage of reimbursement is established for a five-year period based upon the unemployment rate at the time of initial application, and again at the beginning of the sixth year ( <i>This credit cannot be used in tandem with JITC</i> )	Department of Economic & Community Development (DECD)  207-624-7491

# *Training Programs*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
<b>Business Planning Training Program for the Farm</b>	Farmers interested in expansion of their business, establishing new markets or products, or accessing capital can participate in business planning courses in the FASTTRAC or NxLevel curriculums sponsored directly by the division or by other agencies	Provides scholarships to, and direct course sponsorship of, farmers for development of business plans	Department of Agriculture, Food and Rural Resources <a href="http://www.state.me.us/agriculture/homepage.html">www.state.me.us/agriculture/homepage.html</a> 207-287-3491
<b>Governor's Training Initiative</b>	Businesses must pay a wage equal to 85% or more of the average wage for that occupation in their labor market area; It must also contribute at least 50% of the premium cost of employee health insurance if the business employs 25 or more people and has been in existence for over three years	Partial reimbursement for non-routine training costs; must apply for funds before training begins	Department of Labor 207-624-6390  OR Department of Economic & Community Development (DECD)  207-624-9804
<b>Maine Apprenticeship</b>	Must establish registered apprenticeship program	Pays partial fees for two courses a semester - \$100/course	Department of Labor  207-624-6390
<b>Maine Pre-Apprenticeship</b>	Must establish registered apprenticeship program	Customized high school academics and structured on-the-job training, culminating in permanent employment and entry into the Maine Apprenticeship Program	Department of Labor 207-624-6390
<b>Maine Career Advantage</b>	Must provide paid summer and two-year career internships for high school seniors/technical college freshman	Work with local schools to develop a better skilled work force while contributing to the development of students; program staff will assist in developing a training plan and conducting skills assessments of potential interns	Maine Technical College System <a href="http://www.mtcs.tec.me.us">www.mtcs.tec.me.us</a> 207-767-5210 X 111
<b>Maine Quality Centers</b>	Businesses, or a consortium of businesses, that have the same training needs for at least eight new, full-time employees who are paid benefits; award based on skill requirements, wage benefit levels and company and labor market analysis	100% state-financed education and training, recruitment assistance	Maine Technical College System <a href="http://www.mtcs.net">www.mtcs.net</a> 207-767-5210 X 107
<b>SafetyWorks!</b>	All businesses are eligible; priority is given to small and mid-sized employers with high risk of occupational injuries and illnesses	Free, customized occupational health and safety training, work site evaluation, and technical support to reduce injuries, illnesses, and workers' compensation costs	Department of Labor  207-624-6400

## *Other State & Federal Programs*

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	ADMINISTERING AGENCY
<b>Voluntary Response Action Program</b>	Any property, including those involved in a real estate transaction that has documented contamination of the surface or subsurface soils or groundwater as a result of discharges of hazardous substances or matter, pollutants or contaminants	Scope of work for remedial measures at a property; could provide for remediation of all known contamination at the site or could provide for partial cleanup of such contamination	Department of Environmental Protection (DEP)  <a href="http://www.state.me.us/dep/rem/brown.htm">www.state.me.us/dep/rem/brown.htm</a> 207-287-4854
<b>New England Trade Adjustment Assistance Center (NETAAC)</b>	Assists New England manufacturers who have experienced a decline in sales or production, or a decline in employment due to increasing imports or directly competitive products	Benefits include: NETAAC or private consultants provide clients with topnotch business services; NETAAC pays up to 50% of the total cost of all services; and, NETAAC tailors business strategies to each client's specific needs	NETAAC/US Dept. of Commerce  <a href="http://www.taacenters.org/netaac.asp">www.taacenters.org/netaac.asp</a> 617-542-2395

# *Applied Technology Development Centers*

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## **APPLIED TECHNOLOGY DEVELOPMENT CENTERS**

Dept. of Economic & Community Development  
59 State House Station  
Augusta, ME 04333-0059  
**Phone:** 207-624-9802  
**Fax:** 207-287-8461

### **Center for Environmental Enterprise**

3 Adams Street  
South Portland, ME 04106  
**Phone:** 207-767-4302  
**Fax:** 207-767-4306  
[www.ceemaine.org](http://www.ceemaine.org)

### **Loring Applied Technology Center**

Applied Forestry & Agriculture Technologies  
154 Development Drive, Suite F  
Limestone, ME 04750  
**Phone:** 207-328-4800  
**Fax:** 207-328-6811

### **Thomas M. Teague Biotechnology Center**

PO Box 149  
Fairfield, ME 04937  
**Phone:** 207-453-4283  
**Fax:** 207-453-4280

## **Applied Aquaculture Technology Centers**

Maine Aquaculture Innovation Center  
1517 Corbett Hall, University of Maine  
Orono, ME  
**Phone:** 207-581-2263  
**Fax:** 207-581-1479

### **Composite Materials Center**

Sanford Industrial Development Corp.  
21 Bradeen Street, Suite 304  
Springvale, ME 04083  
**Phone:** 207-324-4280  
**Fax:** 207-324-8290

### **Precision Manufacturing Center**

34 River Street  
Rumford, ME 04276  
**Phone:** 207-364-7971

### **Target Technology Center**

(Information Technologies)  
1 Cumberland Place, Suite 300  
Bangor, ME 04401  
**Phone:** 207-947-7948  
**Fax:** 207-942-3548

There are seven applied technology development centers. Each center has a primary technology focus and offers low cost space, shared office equipment, meeting spaces, training programs, and coaching/mentoring services. Facilities also include shared reception and telephone services, videoconferencing capacity, and electronic communication capacity.

All centers provide critical early-stage business, technical, administrative, and financial resources and training for participating firms through statewide agreements with business and technical service providers. Some centers may also offer non-resident programs.

Firms must apply directly to one of the seven participating centers to be considered for tenancy. Firms typically stay at a center for two to three years then relocate to other space in order to accommodate their growth.

# ***Business Counseling***

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## ***Business Answers/One-Stop Business Licensing Center***

Department of Economic & Community Development

59 State House Station

Augusta, ME 04333

**Phone:** 800-872-3838 (in Maine)

800-541-5872 (out-of-state)

**Fax:** 207-287-5701

[business.answers@maine.gov](mailto:business.answers@maine.gov)

Maine's toll-free business information hotline, providing a broad range of information on business issues ranging from labor and employment laws to tax requirements. In addition the office manages the One-Stop Business Licensing Center; this Center can determine and provide what required license(s) and application(s) a business must complete.

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## ***Department of Agriculture, Food and Rural Resources***

Division of Market and Production Development

28 State House Station

Augusta, ME 04333-0038

**Phone:** 207-287-3491

**Fax:** 207-287-7548

[www.state.me.us/agriclture/homepage.html](http://www.state.me.us/agriclture/homepage.html)

The Division provides one-on-one counseling in market research, market development, and expansions of crop and livestock production or manufacturing of specialty foods. The Division works with other local, state, regional and national organizations to provide current information on a wide variety of agricultural topics of interest to farmers. In addition, the Department provides assistance in development of grant applications for USDA and other grant programs.



# ***Business Counseling con't.***

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## ***Maine Centers for Women, Work, and Community***

University of Maine at Augusta

46 University Drive

Augusta, ME 04330

**Phone:** 207-621-3440 or 1-800-442-2092 (in-state)

**Fax:** 207-621-3429

<http://mcwwc.uma.maine.edu>

This is a statewide employment and economic development training organization whose mission is to help women succeed in the Maine economy by providing assistance in finding jobs, starting a business, building assets and becoming community leaders. MCWWC provides entrepreneurship training and technical assistance to individuals in the start-up phase of a business and comprehensive workforce development and life skills development training and support to individuals. MCWWC focuses on nontraditional and high skill, high wage employment. In partnership with the Maine Department of Transportation, MCWWC published "Women on the Job: Making it Work for You. An Employers' Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction."

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## ***Maine Small Business Development Centers***

State Office:

University of Southern Maine

96 Falmouth Street

P.O. Box 9300

Portland, ME 04104

**Phone:** 207-780-4420

**Fax:** 207-780-4810

[www.mainesbdc.org](http://www.mainesbdc.org)

The Maine Small Business Development Centers (Maine SBDC) provide comprehensive business assistance and information services to Maine's small business community through a statewide network of eight centers and eighteen satellite offices. Comprehensive business diagnosis and access to research is provided at no cost to clients through one-on-one counseling to potential and existing business owners and managers. Training seminars and conferences on business-related topics are offered at key locations around the state; minimal fees may be charged. The focus of Maine SBDC services is to strengthen Maine's economy by helping small business growth and development.

# ***Business Counseling con't.***

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## ***Portland Resource Hub***

441 Congress Street  
Portland, ME 04101  
**Phone:** 207-756-8180  
**Fax:** 207-756-8178

Offers a one-stop business help center to support and promote Greater Portland businesses by bringing together assistance in business counseling, workshops and seminars, and technology. In addition to the Resource Hub's state-of-the-art computer facility, this partnership gives clients access to the expert services of federal, state and local business organizations.

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## ***Service Corps of Retired Executives (SCORE)***

68 Sewall Street, SBA  
Augusta, ME 04330  
**Phone:** 207-622-8509  
**Fax:** 207 622-8277  
[www.score.maine.org](http://www.score.maine.org)

SCORE, sponsored by the U.S. Small Business Administration, provides free, confidential business assistance to existing for profit and non-profit businesses and to those starting a new business. There are eight SCORE offices and several satellite offices located throughout the State, staffed by over 200 business counselors. SCORE also offers workshops on a number of business related topics. A minimal fee may be charged for these workshops. For a listing of the SCORE office nearest you please call our SCORE Office.

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## ***Women's Business Center***

Coastal Enterprises Inc.  
P.O. Box 268  
Wiscasset, ME 04578  
**Phone:** 207-882-7552  
**Fax:** 207-882-7308  
[cei@ceimaine.org](mailto:cei@ceimaine.org)  
[www.ceimaine.org](http://www.ceimaine.org)

Designed to support women who own businesses or want to start a business, the Center provides general business management assistance, targeted assistance in telecommunications and help with access to credit through individual consultation, start-up training, workshops, networking, peer support, research, information and referral. The Center helps women build business skills by providing timely, accurate, tailored information in a setting that respects each woman's experience, skills and learning styles.

# ***Energy Conservation***

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## ***Energy Conservation Division***

Department of Economic & Community Development

59 State House Station

Augusta, ME 04333

**Phone:** 207-624-7495

**Fax:** 207-287-8461

This program provides free, on-site energy audits and low-interest loans to identify and implement measures that reduce energy costs. Audits are available to new and existing businesses; cost-effective energy improvements are suggested. A revolving low-interest loan program associated with the program provides financing for the audit recommendations.

# *Government Procurement*

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## ***Bureau of General Services***

Division of Purchases

4<sup>th</sup> Floor Burton M. Cross Building

Augusta, ME 04333-0009

**Phone:** 207-624-7340

**Fax:** 207-287-6578

[www.state.me.us/purchase/](http://www.state.me.us/purchase/)

The Division's primary function involves the procurement of materials, supplies, equipment and services required by the various State departments and agencies. Competitive bidding invitations are sent to qualified bidders who have filed with the Director of Purchases a request to receive bids for specific commodities.

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## ***Market Development Center***

One Cumberland Place, Suite 300

P.O. Box 2579

Bangor, ME 04402

**Phone:** 207-942-6389

**Fax:** 207-942-3548

[www.mdcme.org](http://www.mdcme.org)

- ***Procurement Technical Assistance*** – assist businesses in marketing products or services to federal and municipal state governments through counseling, access to contract opportunities, information and resources and education about government contracting
- ***Procurement Counseling*** – marketing strategies, market identification, site visits, assistance to bid preparations
- ***Specifications and Standards*** – military specifications and standards and federal acquisition and related regulations
- ***Contract Announcements*** – daily and targeted information on bidding opportunities
- ***Support Databases*** – past procurement histories and bid information

# *Government Procurement con't.*

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## ***Office of Government Contracting***

Northern New England (Area 1)

U.S. Small Business Administration

68 Sewall Street

Augusta, ME 04330

**Phone:** 207-622-8379, 207-622-8380

**Fax:** 207-622-8277

[www.sba.gov/gc](http://www.sba.gov/gc)

The U.S. Small Business Administration implements and regulates programs to provide federal contracting opportunities for small business. Assistance programs include:

- **PRO-Net** - an online database listing firms interested in doing business with the federal government
- **SUB-Net** - an online listing of large business partners of the government seeking qualified small businesses for subcontracting opportunities
- **HUBZone Certification** - enables qualified firms in distressed areas to obtain opportunities in a restricted competitive field or receive sole-source contracts
- **8(a) Certification** - assisting socially and economically disadvantaged firms in obtaining federal contracts through this business development program
- **Procurement Counseling** - assistance in identifying federal markets, participating in contract set-asides, filing protests and access to federal prime contracting offices.

# *International Trade*

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## ***Maine International Trade Center***

511 Congress Street  
Portland, ME 04101

**Phone:** 207-541-7400

**Fax:** 207-541-7420

[www.mitc.com](http://www.mitc.com)

One Cumberland Place – Suite 300  
Bangor, ME 04401

**Phone:** 207-990-3161

**Fax:** 207-942-3548

95 Park St., Suite 411  
Lewiston, ME 04240

**Phone:** 207-753-0574

**Fax:** 207-782-6905

Businesses or organizations either currently involved in international trade or desiring to enter international trade in the future are eligible for services.

The mission of the Maine International Trade Center (MITC) is to expand Maine's economy through increased international trade in goods and services and related activities. MITC program efforts to meet that mission include:

- Trade Missions
- Various types of training programs in international trade
- Intermittent conferences throughout the year including a major Trade Day event
- Monthly publications including a President letter and organization newsletter
- Special member-only programs throughout the year
- One-on-one individual counseling and technical service assistance
- Comprehensive International Library
- International Trade Data Network access
- Member-only access to for-free Trade Data Banks and Online Trade Lead Services

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## ***U.S. Department of Commerce***

International Trade Administration  
District Export Assistance Center  
511 Congress Street  
Portland, ME 04101

**Phone:** 207-541-7400 ext. 3115

**Fax:** 207-541-7420

This organization provides information and professional export counseling to business people, including counseling on the steps involved in exporting, assessing the export potential of their products, target markets, and locations to check out as potential overseas partners. Specifically, the office offers the following:

- International trade opportunities abroad
- Foreign markets for U.S. products and services
- Services to locate and evaluate overseas buyers and representatives
- Financial aid to exporters
- International trade exhibitions
- Export documentation requirements
- Foreign economic statistics
- Export seminars and conferences

# *Manufacturing Assistance*

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## ***Department of Industrial Cooperation***

University of Maine

5717 Corbett Hall, Room 430

Orono, ME 04469

**Phone:** 207-581-2200

**Fax:** 207-581-1479

[www.umaine.edu/dic](http://www.umaine.edu/dic)

The Department of Industrial Cooperation acts as the liaison between business and industry and the University of Maine, making skills, equipment and facilities of the University available. Specifically, the Department offers problem solving in physical testing and pilot plant trials, product development and process optimization, automation and robotics, numerical modeling, and literature searches.

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## ***Maine Manufacturing Extension Partnership (Maine MEP)***

87 Winthrop Street

Augusta, ME 04330

**Phone:** 207-623-0680

**Fax:** 207-623-0779

[www.mainemep.org](http://www.mainemep.org)

Maine MEP staff help businesses with problems such as determining how to help employees work more efficiently, how to automate the business, and whether or not to computerize the office or shop floor. On a fee-for-service basis the Maine MEP offers specialized assistance in the following areas:

- Plant layout
- Process improvements
- ISO 9000 / 14000
- Machinery automation / specification
- Computerization & manufacturing software
- Health & safety issues
- Environmental issues
- Marketing & business development
- Business planning
- Product development
- Technology transfer
- Supply chain management
- Energy audits

# *Marketing Consumer Products*

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## ***Department of Agriculture, Food and Rural Resources***

Division of Market and Production Development

28 State House Station

Augusta, ME 04333-0028

**Phone:** 207-287-3491

**Fax:** 207-287-5576

[www.getrealmaine.com](http://www.getrealmaine.com)

The Department of Agriculture helps promote the sale of Maine food and farm products domestically and internationally to increase awareness of quality Maine products in the marketplace and to increase the profitability of Maine producers. The Development Division maintains data on producers and product availability, and using this information, publishes, promotes and distributes brochures, source lists and directories, as well as a web site for wholesale and retail buyers. The Division also provides matching promotion grants (see "Other State Programs"), technical and marketing planning assistance (see "Training") to producers.

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## ***Department of Marine Resources***

Division of Marketing & Industry Development

21 State House Station

Augusta, ME 04333-0021

**Phone:** 207-624-6556

[www.state.me.us/dmr](http://www.state.me.us/dmr)

[www.maine seafood.org](http://www.maine seafood.org)

The division provides in-depth support to Maine's seafood industry. The division represents the seafood sector at the state level on development issues including taxation, waterfront access and waterfront development. Help is given to individual seafood companies including guidance on regulatory issues and locating grants and loan funds for seafood industry projects. The division also operates a wholesale marketing program that includes exhibiting at major seafood trade shows and maintaining a directory of Maine seafood companies on the web at [www.maine seafood.org](http://www.maine seafood.org).

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## ***Maine Products Marketing Program***

Department of Economic & Community Development

59 State House Station

Augusta, ME 04333-0059

**Phone:** 207-624-7488

**Fax:** 207-287-5701

[www.mainemade.com](http://www.mainemade.com)

This program promotes Maine made products with a variety of marketing activities, including issuance of "Maine Made - America's Best" hang tags and labels, kiosk display opportunities, a free company profile page on the web site, and production of the New England Products Trade Show. There is no fee to apply to the program, but modest fees accompany some program features.



# ***Tax Consultation***

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***Maine Revenue Services***

24 State House Station

Augusta, ME 04333-0024

**Phone:** 207-287-6965

[www.state.me.us/revenue/](http://www.state.me.us/revenue/)

New business registrants can meet with a Maine Revenue Services agent at no charge to review the various tax publications needed for their type of business. In addition, staff can answer questions regarding tax record keeping procedures.

The Sales Tax Division also offers symposiums across the state to keep business owners informed about tax administration policies. The Income/Estate Tax and Sales Tax Divisions organize the Maine Tax Forum program to share the expertise of tax professionals with the business community.

# *Training Resources*

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## **Center for Workplace Learning**

University of Southern Maine

62 School Street

Gorham, ME 04038

**Phone:** 207-780-5014

**Fax:** 207-228-8319

[www.usm.maine.edu/cwl](http://www.usm.maine.edu/cwl)

**Promote retention, increase innovation and productivity, reduce stress within the workforce, and increase loyalty and upward mobility.** Using the latest knowledge about workforce development practices, Center for Workplace Learning assists employers in central and southern Maine to better understand how their workplace can become a more productive learning environment.

Both on a free and fee-for-service basis, the center **designs, delivers,** and **evaluates** educational programs that help employees learn basic skills, including:

- English as a Second Language
- Cross-cultural communication
- Communication and Teamwork
- Problem-solving and Decision-making
- Supervision and Leadership
- Computer applications
- Mathematics

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## **Maine CareerCenters**

**Phone:** 1-888-457-8883

Many CareerCenters offer comprehensive workforce development services statewide including individual employer consultation, customized training, on-the-job training funds for new hire and incumbent worker skill development, apprenticeship, and training plan development. Centers also offer direct referral services to a variety of community services including safety training and adult education, technical college, and university training.

## *Training Resources con't.*

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### ***Maine Technical College System***

Main Office

323 State Street

Augusta, ME 04330

**Phone:** 207-287-1070

**Fax:** 207-287-1037

[www.mtcs.net](http://www.mtcs.net)

The Continuing Education Divisions/Business & Industry offices of each technical college work directly with businesses and industry to determine training needs and develop technical, professional and managerial training for both current employees and new hires. Courses are offered on campus or at the work site. An array of regular credit and noncredit courses are also offered through the Continuing Education Division.

# *Venture Capital*

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## ***Brook Venture Fund***

50 Federal Street  
Boston, MA 02110  
**Phone:** 617-451-8989  
**Fax:** 617-451-2369  
[www.brookventure.com](http://www.brookventure.com)

Brook Venture Fund invests in early revenue stage companies having a technology component in their business. We are actively seeking Maine investments. Investments range from \$500,000 to \$3 million. Our preference is for companies whose market potential is national in scope. We do not invest in consumer products, consumer services, hospitality or retail businesses. We work closely with companies to guide them through the growth process, investing for the long term and working towards a mutually successful outcome.

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## ***Coastal Ventures, LP/Coastal Ventures II LLC***

Two Portland Fish Pier  
Suite 201  
Portland, ME 04101  
**Phone:** 772-5356 Ext. 116  
**Fax:** 772-5503  
[www.ceimaine.org](http://www.ceimaine.org)

Coastal Ventures LP and Coastal Ventures II LLC are Maine-based venture capital funds which make equity investment of \$100,000-\$1,500,000 in growing Maine (and regional) companies exhibiting the potential to generate above-average equity returns over a 5-7 year time horizon while meeting social goals.

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## ***Maine Investment Exchange***

120 Exchange Street  
Portland, Maine 04112  
**Phone:** 207-871-0234  
**Fax:** 207-775-6716

The Maine Investment Exchange (MIX) was established to provide forums for qualified entrepreneurs seeking risk capital to make formal presentations to providers of risk capital. Although MIX cannot guarantee that successful investments are made, it does provide an opportunity for entrepreneurs to meet potential investors.

# *Venture Capital con't.*

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## ***Maine Merchant Bank***

Two Monument Square  
Portland, ME 04101

**Phone:** 207-772-8141

**Fax:** 207-761-4464

The Maine Merchant Bank invests in low to medium technology companies with solid brand name, product base and/or service reputation in their primary market(s); and, mid to late stage development companies with developed or soon to be developed proprietary technologies, products and/or services with exceptional growth potential. Investment size ranges from \$250,000 to \$1 million.

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## ***Masthead Venture Partners***

4 Milk Street  
Portland, ME 04101

**Phone:** 207-780-0905

**Fax:** 207-780-0913

[www.mvpartners.com](http://www.mvpartners.com)

Masthead Venture Partners invests in early stage information technology and biotechnology companies. Masthead seeks companies with a "disruptive" technological advantage, rapid growth potential and strong management teams, and provides both capital and the active support of Masthead's partners, who have diverse operating, venture capital and Wall Street experience in high technology and healthcare companies. Initial investments typically range from \$500,000 to \$5,000,000.

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## ***MerchantBanc***

MB Venture Partners I and II, Limited Partnerships  
Two Wall Street  
Manchester, New Hampshire 03101

**Phone:** 603-623-5500

**Fax:** 603-623-3972

[www.merchantbanc.com](http://www.merchantbanc.com)

MerchantBanc is an investment fund focused on opportunities in New England outside of the immediate Boston area. MerchantBanc has been providing investment capital to rapidly growing businesses since 1992. During the past ten years, MerchantBanc has been the source for over \$140 million of private capital. They also sponsor entrepreneurial education programs. Please see the web site for more information. MerchantBanc invests in the range of \$250,000 to \$6 million.

## *Venture Capital con't.*

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***North Atlantic Capital Corporation***

2 City Center, 5<sup>th</sup> Floor

Portland, ME 04101

*Phone:* 207-772-1001

*Fax:* 207-772-3257

North Atlantic Capital Corporation invests in established companies in non-consumer markets seeking growth through internal expansion or acquisitions. Of particular appeal are companies serving specialized niche markets that can support strong profit margins and those with business strategies that include acquisitions or industry consolidations. Investment size ranges from \$2 million to \$5 million.

# *Waste Reduction & Regulation*

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## ***Office of Innovation and Assistance***

Department of Environmental Protection

17 State House Station

Augusta, ME 04333-0017

**Phone:** 207-287-4152

**Fax:** 207-287-2814

[www.state.me.us/dep](http://www.state.me.us/dep)

Any business interested in evaluating or changing its processes to reduce or eliminate environmental impacts is eligible for this service.

What processes, practices and products can a business use to reduce or eliminate pollution and save money? Using a wealth of technical expertise and international information networking, the Office of Innovation and Assistance can help answer that question. It provides on-site technical pollution prevention assistance; manages innovative programs like *Performance Track 2* and *Environmental Leadership*; conducts literature searches and financial analysis of pollution prevention projects; and assists in technology transfer.

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## ***Small Business Technical Assistance Program***

Department of Environmental Protection

17 State House Station

Augusta, ME 04333-0017

**Phone:** 1-800-789-9802, 207-287-8550

**Fax:** 207-287-2814

[www.state.me.us/dep](http://www.state.me.us/dep)

Any business with fewer than 100 employees can call on the Small Business Technical Assistance Program (SBTAP) to help them comply with existing environmental regulations. SBTAP provides education, on-site assistance, and pollution prevention techniques, as well as advises businesses on ways to reduce waste. SBTAP also administers the Small Business Compliance Incentive Policy, which provides enforcement relief for small businesses requesting assistance from the Department.

# *Waste Reduction & Regulation con't.*

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## ***Smart Production***

Office of the Commissioner  
Department of Environmental Protection  
17 State House Station  
Augusta, ME 04333-0017  
**Phone:** 207-287-7828  
**Fax:** 207-287-2814  
[www.state.me.us/dep](http://www.state.me.us/dep)

The Maine Department of Environmental Protection has a new initiative known as Smart Production. What differentiates Smart Production from "end-of-the-pipe" environmental protection? Smart Production seeks to reduce the environmental impact of the entire production process. Rather than treat wastewater for example, Smart Production looks to eliminate its creation in the first place. This type of systems approach requires a holistic understanding of the pattern of interrelationships among key components of the production process with the goals of: mimicking natural processes by using renewable materials and energy inputs, and eliminating the use of toxic and non-renewable materials; producing products that can be recycled and that have low life-cycle environmental impacts; eliminating discharges of pollutants to air, water and land; and enhancing a business's long-term economic viability. Contact the department to learn more about how this initiative might apply to your business.



# *Workforce Recruitment*

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## **Maine CareerCenters**

**Phone:** 1-800-457-8883

Provides employers with a clearinghouse to match qualified employees with job openings. Services are available statewide through one-stop Career Centers that offer comprehensive employment services within a community. Recruitment services include advertising job openings, searching for job seekers, listing job openings on national job bank, screening job applicants, measuring applicant aptitudes, administering employer-required testing, employer use of private interview rooms, assistance with Equal Opportunity, Affirmative Action and Americans with Disabilities Act compliance. Informational services include access to labor laws, labor market information, labor force availability, occupational licensing, OSHA regulations, and ADA compliance.

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## **Maine Centers for Women, Work, and Community**

University of Maine at Augusta

46 University Drive

Augusta, ME 04330

**Phone:** 207-621-3440 or 1-800-442-2092 (in-state)

**Fax:** 207-621-3429

<http://mcwwc.uma.maine.edu>

This is a statewide employment and economic development training organization whose mission is to help women succeed in the Maine economy by providing assistance in finding jobs, starting a business, building assets and becoming community leaders. MCWWC provides entrepreneurship training and technical assistance to individuals in the start-up phase of a business and comprehensive workforce development and life skills development training and support to individuals. MCWWC focuses on nontraditional and high skill, high wage employment. In partnership with the Maine Department of Transportation, MCWWC published "Women on the Job: Making it Work for You. An Employers' Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction."

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## **Targeted Opportunities Program (TOPS)**

Coastal Enterprises, Inc.

36 Water Street

P.O. Box 268

Wiscasset, ME 04578

**Phone:** 207-882-7552

**Fax:** 207-882-7308

[www.ceimaine.org/](http://www.ceimaine.org/)

This program creates jobs and training opportunities for people with low incomes and/or those who are at risk of poverty throughout the state. Benefits include access to health care benefits, subsidized wages, tax credits, and customized skills training.

## BUSINESS ORGANIZATIONS

### **Center for Innovation in Biotechnology & Biotechnology Association of Maine**

150 Capitol Street  
Augusta, ME 04330  
207-623-3790  
207-621-0175 (fax)  
[cheryltimberlake@aol.com](mailto:cheryltimberlake@aol.com)  
[www.mainebiotech.com](http://www.mainebiotech.com)

### **Environmental Business Council of Maine**

340 County Road  
Westbrook, ME 04092  
207-874-2400  
207-874-2401 (fax)  
[www.ebcm.org](http://www.ebcm.org)

### **Maine Aquaculture Innovation Center**

141 North Main Street, Suite 203  
Brewer, ME 04412  
207-989-5310  
207-989-5795 (fax)  
[mhastings@maineaquaculture.org](mailto:mhastings@maineaquaculture.org)  
[www.maineaquaculture.org](http://www.maineaquaculture.org)

### **Maine Businesses for Social Responsibility (MeBSR)**

200 High Street  
Portland, ME 04101  
207-761-4300  
207-761-9432 (fax)  
[info@mebsr.org](mailto:info@mebsr.org)  
[www.mebsr.org](http://www.mebsr.org)

### **Maine State Chamber of Commerce**

7 Community Drive  
Augusta, ME 04330  
207-623-4568  
207-622-7723 (fax)  
[info@mainechamber.org](mailto:info@mainechamber.org)  
[www.mainechamber.org](http://www.mainechamber.org)

### **Maine Composites Alliance**

40 Pond Road  
Newcastle, ME 04553  
207-563-1165  
207-563-6497 (fax)  
[blemos@lincoln.midcoast.com](mailto:blemos@lincoln.midcoast.com)

### **Maine Manufacturing Extension Partnership**

87 Winthrop Street  
Augusta, ME 04330  
207-623-0680  
207-623-0779 (fax)  
[info@mainemep.org](mailto:info@mainemep.org)  
[www.mainemep.org](http://www.mainemep.org)

### **Maine Metal Products Association**

87 Winthrop Street, Suite 400  
Augusta, ME 04330  
207-629-5220  
207-629-5219 (fax)  
[mmpa@ime.net](mailto:mmpa@ime.net)  
[www.maine-metals.org](http://www.maine-metals.org)

### **Maine Software Developers Association (MeSDA)**

P.O. Box 10020  
Portland, ME 04104-0020  
207-829-9195  
207-829-9329 (fax)  
[info@mesda.com](mailto:info@mesda.com)  
[www.mesda.com](http://www.mesda.com)

### **Maine Telecommunications User Group**

PO Box 8549  
Portland, ME 04104-8549  
207-773-0375  
207-773-4917 (fax)  
[mstockfl@maine.rr.com](mailto:mstockfl@maine.rr.com)  
[www.mtug.org](http://www.mtug.org)

### **Maine Wood Products Association**

P.O. Box 370  
Newport, ME 04953-0370  
207-368-5969 or 207-767-0188  
207-767-4306 (fax)  
[info@mainewood.org](mailto:info@mainewood.org)  
[www.mainewood.org](http://www.mainewood.org)